

Staff Report

To: Mayor and Town Council

From: Tammi Ledley, Town Manager

CC: Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

Date: February 10, 2020

Re: February Staff Report

1. Downtown Revitalization Project:

Town staff attended the twenty ninth monthly partnering meeting on January 16th, 2020. In addition to our monthly meetings, Town staff meets with SHA's Project Manager and C.J. Miller's Superintendent every Monday morning to discuss the Main Street project schedule and updates.

The evergreens in front of 807 South Main Street that were hiding our new lampposts have been removed. When planting season returns in the spring, shrubbery will be planted in their place.

The new meter boxes for the lamp posts have been installed. BGE had to reschedule the power drop to these boxes due to the rain. BGE plans to connect the power on March 3rd. At this time, all the unlit lamp posts will have power.

During the winter months, crews have continued to work on demolishing old sidewalks. The subbase of the sidewalk will be finished with stone and then covered with asphalt where necessary. They have completed this work on the northbound lane. They plan to switch to the southbound lane and travel South when the weather permits. They do not anticipate working in the heart of downtown between Gill Avenue and Upper Beckleysville until Spring.

Depending on the weather and temperature, there may be times during the winter months when crews are not working on Main Street. C.J. Miller will not be working this week due to the rain.

2. Meetings:

The Town Manager continues to have discussions with Carroll County Staff about our residential developments and proposed business developments. The Town continues to receive calls about properties for sale on Main Street.

One project has been approved, which is the relocation of the sewer pump station from the shoulder of Route 30 just below the Car Wash to the back portion of the North Carroll Business Park. Once this project is completed, the stormwater facility and gravel entrance road will be installed. Then the property will be marketed for sale.

3. Mowing Bid:

Since our last mowing bid was awarded five years ago, the Town has acquired ownership of four additional stormwater facilities, two of which were combined into one. MDE has increased maintenance requirements for our facilities that are classified as high significant dams. It has become difficult for one contractor to maintain all the properties that need to be mowed so we decided to separate our mowing requirements into three separate bids with the hopes of receiving more competitive bids. One mowing bid will be for our stormwater ponds and facilities. The second bid will be for our government buildings, parks, and common areas. The third bid will be for our water facilities (pump houses and water towers). All three bids will be released on Tuesday,

February 18th. A pre-bid meeting will be held on Wednesday, February 26th and the bids are due on Friday, March 6th by the 3:30 pm bid opening. The Town Council will be able to grant approval during the March 10th Council meeting.

4. **Public Works:** On December 27th, Jarrod Bohn with our Public Works Department passed his Class 3 Water Treatment examination. Jarrod took the exam on December 12th and missed the passing score of 70% by one percentage point. With lots of studying and some assistance in math from his coworker Daniel, Jarrod prepared to take the test again. This time he did not just pass the test, he received a tremendous score of 86%. Thanks to Jarrod for his persistence in passing this exam and for his dedication to the Town of Hampstead.
5. **Finance Department:** Cheryl has completed calendar year-end and is beginning to prepare for the 2021 budget. Town Hall and Public Works staff are meeting on Thursday to discuss the status of their 2020 budgets and preparation of the 2021 budget.
6. **Well # 36:** Mid-Atlantic Utilities has completed the installation of the new 4" raw water line and electrical conduit to connect well #36 to pump house #17. When weather permits, they will be finishing their job with an asphalt patch on Upper Forde Lane.
7. **WRCC:** The Water Resource Coordination Council (known as WRCC) added another Town of Hampstead project to their list. It is a proposed watershed study to evaluate Hampstead Valley, which includes the three Hampstead Valley facilities and the Roberts Fields facilities. The purpose of the study is to determine how to provide better water quality and reduce thermal impacts while exploring ways to reduce or eliminate hazard classifications for existing facilities. When a stormwater management facility is classified as a high significant dam, additional MDE regulations are applied which also substantially increases the cost of any repairs or upgrades to the infrastructure of these types of facilities.

Carroll County has selected RK&K to perform the watershed study which will be initiated in February with findings expected this Spring. The County Commissioners granted approval to county staff to apply for construction grant funds for this project.

An example of an approved WRCC project in Hampstead, is the upgrading of the stormwater facility at Shiloh Middle School which is currently under construction. After completion, this facility will remain the responsibility of the Carroll County Public School System.

8. **Trash Collection:** To better manage trash collection within the Town, Hughes plans to move trash pickup from Tuesday to Wednesday for many residents living on the following streets: Fairmount Road, Popes Creek Drive, Janae Drive, Cresswell Terrace, Sellman Drive, Burnside Drive, Chaille Long Drive, Upper Beckleysville Road, Savannah Court, Taylor Street, Summit Street, and one resident on Hillcrest Avenue. The first Wednesday pickup will be March 4th. Please look for a letter from Hughes during the last week of February.